

Employee's Name	
UK ID #	
Position #	
Job Title	
Employee Type (biweekly/monthly)	
County	
Supervisor's Name	
Indicate Whether Transferring/Separating/Retiring	
Last Day of Work	
Separation Date (First day inactive)	

	Date Completed	N/A
Written Notice Received ( <i>To leave in good standing, salaried staff must provide 30 days notice; bi-weekly staff must provide 2 weeks notice</i> )		
Complete all current reports and send before the last day of work		
List of all inventory and equipment assigned to employee showing that all items are accounted for and released from personal accounts		
Procard Returned / Deactivated		
Keys Returned (e.g. building, office, equipment, vehicle, etc.)		
Update Voicemail Message		
Remove personal items From Workspace		
Remind employee to return parking tag		
Remove from distribution lists, etc.		
Collect UK ID Card		
Complete Separation Sheet, indicate forwarding address, & attach resignation letter. <small>*Please use one of the available Reason for Separation, avoiding "other" whenever possible.</small>		
Personnel Action Request Form (P-16) prepared/signed		
Verify leave balances		
Notify department IT that the employee is leaving		
Remove 4-H & Quickbook Online Access		

**Note: It is required that the employee be in the office the last day of work**

<b>Cooperative Extension Items</b> (in addition to the items above)	Date Completed	N/A
Notification sent to Board, County Extension Council and Program Council		
Verify with the treasurer(s) of all accounts that all funds are properly accounted for with a financial statement prepared and submitted to DD and Fiscal Coordinator		
Verify leader lists, calendar of programs, and list of upcoming responsibilities have been sent to the Director and fellow agents		
Turn in credit cards, membership cards and verify accounts have been cancelled		

	Signature	Date
Signature of Extension Employee Verifying Items Noted Above:		
Signature of Director:		

<b>Department Business Office Use</b>	Completed	N/A
Update forwarding address as needed		
Enter Separation Personnel Action (except retirees)		
Delimit Long Distance Phone Code		
Delimit Cost Distribution		
Enter Terminal Leave Pay Out		
Send original paperwork to M-G CAFE Business Center		
File copies of paperwork in department file (retain for 5 years)		
Move digital Department Personnel File to Inactive and include the separate date in the file title.		
If a supervisor - coordinate transition of direct reports		
Remind employee that their portal access will end		